

RFQ# ADSP013-00002112, Annual Request for Qualifications and Experience
Attachment A – General Qualifications

DEFINITIONS

Architect-Engineer Services: Defined in ARS § 32-101(B.4.), Architectural Practice and ARS 32-101(B.12.), Engineering Practice.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in ARS § 32-101(B.14.).

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Complete this form for each branch office seeking work under this RFQ.

2a-2e. **Firm (or Branch Office) Name and Address.** Self-explanatory.

3. **Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. **Ownership.**

- a. *Type.* Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).
- b. *Small Business Status.* A firm is a small business if the firm has less than 100 employees or has gross revenues of \$4 million or less.

5a-5c. **Point of Contact.** Provide this information for a representative of the firm that the Customer can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

6. **Name of Firm.** Enter the name of the firm.

7. **Employees by Discipline.**

- a. Select disciplines from the drop down menu. For employees that do not qualify for any of the disciplines in the drop down menu, select Other. *Note: The intended searchable database indicated in the RFQ will be populated from the Qualifications Form I Excel attachment only.*
- b. Each person can be counted only twice; once for his/her primary function and once for his/her secondary function. Primary and secondary functions should be indicated by including a "P" or an "S" in column b after the Description Title is given.
- c-d. If the form is completed for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If the form is completed for a branch office, enter the number of employees by discipline in column d and for the firm in column c.

8. **Profile of Firm's Experience and Annual Average Revenue for Last Year.**

- a. Enter the approximate number of projects the firm (or branch) has done attributable by Profile Title over the last year.
- b. Copy the appropriate Profile Titles from Instructions Pages 2-3 that represent the type of work the firm (or branch) has done over the last year. Paste them into column a.
- c. Using the Revenue Index on Form Page 3, indicate the approximate revenue the firm has earned over the last year per Profile Title entered into the table.

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9. **Annual Average Professional Services Revenues of Firm for Last 3 Years.** Complete this block for the firm or branch office for which this form is completed. In column a, enter an approximate percentage of total work attributable to ~~Use the following~~ ^{Use the following} Municipal Work. In column b, enter an approximate percentage of total work attributable to Non-Government work. Percentages should take into consideration work completed over the last 3 years.
10. **Authorized Representative.** An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Experience Categories (Profile Codes for Question 8)

Description	Description
Acoustics, Noise Abatement	Fisheries; Fish Ladders
Aerial Photography; Airborne Data and Imagery Collection and Analysis	Forensic Engineering
Activity Centers	Garages; Vehicles Maintenance Facilities; Parking Decks
Air Pollution Control	Gas Systems (<i>Propane; Natural, Etc.</i>)
Airports; Navajds; Airport Lighting; Aircraft Fueling	Geodetic Surveying: Ground and Airborne
Airports; Terminals and Hangars; Freight Handling	Heating; Ventilating; Air Conditioning
Agricultural Development; Grain Storage; Farm Mechanization	Highways; Streets; Airfield Paving; Parking Lots
Animal Facilities	Historical Preservation
Anti-Terrorism/Force Protection	Hospital and Medical Facilities
Area Master Planning	Hotels; Motels
Auditoriums and Theaters	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
Automation; Controls; Instrumentation	Hydraulics and Pneumatics
Barracks; Dormitories	Hydrographic Surveying
Bridge Design; Bridges	Industrial Buildings; Manufacturing Plants
Cartography	Industrial Processes; Quality Control
Cemeteries (<i>Planning and Relocation</i>)	Industrial Waste Treatment
Chemical Processing and Storage	Intelligent Transportation Systems
Child Care/Development Facilities	Infrastructure
Codes; Standards; Ordinances	Irrigation; Drainage
Cold Storage; Refrigeration and Fast Freeze	Judicial and Courtroom Facilities
Commercial Building (<i>Low Rise</i>); Shopping Centers	Laboratories; Medical Research Facilities
Community Facilities	Land Surveying
Communications Systems; TV; Microwave	Landscape Architecture
Computer Facilities	Libraries; Museums; Galleries
Conservation and Resource Management	Lighting (<i>Interior; Display; Theater, Etc.</i>)
Construction Management	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)
Construction Surveying	Labs - General
Corrosion Control; Cathodic Protection Electrolysis	Labs – Research – Dry
Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	Labs – Research – Wet
Cryogenic Facilities	LEED Accredited A/E
Construction Materials Testing	LEED Independent 3 rd Party Building Commissioning
Dams (<i>Concrete; Arch</i>)	Mapping Location/Addressing Systems
Dams (<i>Earth; Rock</i>); Dikes; Levees	Materials Handling Systems; Conveyors; Sorters
Desalinization (<i>Process and Facilities</i>)	Metallurgy
Design-Build - Preparation of Requests for Proposals	Materials Testing
Digital Elevation and Terrain Model Development	Measurement / Verification / Conservation Water Consumption Savings
Digital Orthophotography	Mining and Mineralogy
Dining Halls; Clubs; Restaurants	Medical Related
Dredging Studies and Design	Modular Systems Design; Fabricated Structures or Components
Design & Planning Structured Parking Facilities	Mold Investigation
Detention Security Systems	Museums
Disability / Special Needs	Nuclear Facilities; Nuclear Shielding
Ecological and Archeological Investigations	Office Buildings; Industrial Parks
Educational Facilities; Classrooms	Outdoor Recreation
Electrical Studies and Design	Petroleum and Fuel (<i>Storage and Distribution</i>)
Electronics	Photogrammetry
Elevators; Escalators; People-Movers	Pipelines (<i>Cross-Country - Liquid and Gas</i>)
Energy / Water Auditing Savings	Phase I Environmental
Energy Conservation; New Energy Sources	Prisons & Correctional Facilities
Environmental Impact Studies, Assessments or Statements	Plumbing and Piping Design
Fallout Shelters; Blast-Resistant Design	Prisons and Correctional Facilities
Fire Protection	

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Product, Machine Equipment Design	Surveying; Platting; Mapping; Flood Plain Studies
Pneumatic Structures, Air-Support Buildings	Sustainable Design
Power Generation, Transmission, Distribution	Swimming Pools
Public Safety Facilities	Storm Water Handling and Facilities
Radar; Sonar; Radio and Radar Telescopes	Specifications Writing
Radio Frequency Systems and Shieldings	Toxicology
Railroad; Rapid Transit	Testing and Inspection Services
Recreation Facilities (<i>Parks, Marinas, Etc.</i>)	Traffic and Transportation Engineering
Refrigeration Plants/Systems	Topographic Surveying and Mapping
Rehabilitation (<i>Buildings; Structures; Facilities</i>)	Towers (<i>Self-Supporting and Guyed Systems</i>)
Research Facilities	Tunnels and Subways
Resources Recovery; Recycling	Traffic Studies
Roof Infrared Imaging to Identify Water Leaks	Transportation
Roofing	Urban renewals; Community Development
Safety Engineering; Accident Studies; OSHA Studies	Utilities (<i>Gas and Steam</i>)
Security Systems; Intruder and Smoke Detection	Value Analysis; Life-Cycle Costing
Seismic Designs and Studies	Warehouse and Depots
Sewage Collection, Treatment and Disposal	Water Resources; Hydrology; Ground Water
Soils and Geologic Studies; Foundations	Water Supply; Treatment and Distribution
Solar Energy Utilization	Wind Tunnels; Research/Testing Facilities Design
Solid Wastes; Incineration; Landfill	Waste Water Treatment Facility
Special Environments; Clean Rooms, Etc.	Water Well Rehabilitation; Water Well Work
Structural Design; Special Structures	Zoning; Land Use Studies

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(If a firm has branch offices, complete for each specific branch office seeking work.)

1. SOLICITATION NUMBER: *Annual Request for Qualifications*

2a.	FIRM (OR BRANCH OFFICE) NAME:	
2b.	FIRM (OR BRANCH OFFICE) STREET:	
2c.	FIRM (OR BRANCH OFFICE) CITY:	
2d.	FIRM (OR BRANCH OFFICE) STATE:	
2e.	FIRM (OR BRANCH OFFICE) ZIP CODE:	

3.	YEAR ESTABLISHED:	
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4a.	OWNERSHIP - TYPE:	
4b.	OWNERSHIP - SMALL BUSINESS STATUS:	

5a.	POINT OF CONTACT NAME AND TITLE:	
5b.	POINT OF CONTACT TELEPHONE NUMBER:	
5c.	POINT OF CONTACT E-MAIL ADDRESS:	

6.	NAME OF FIRM <i>(If block 2a is a branch office):</i>	
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7. EMPLOYEES BY DISCIPLINE

[illegible]

8. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST YEAR

[illegible]

1.	Less than \$100,000	6.	\$2 million to less than \$5 million
2.	\$100,000 to less than \$250,000	7.	\$5 million to less than \$10 million
3.	\$250,000 to less than \$500,000	8.	\$10 million to less than \$25 million
4.	\$500,000 to less than \$1 million	9.	\$25 million to less than \$50 million
5.	\$1 million to less than \$2 million	10.	\$50 million or greater

9. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

9a.	Percentage of Total Work Attributable to State, Local and Municipal Government Work:	
9b.	Percentage of Total Work Attributable to Non-Government Work:	

10. AUTHORIZED REPRESENTATIVE. The foregoing is a statement of facts.

10a.	SIGNATURE:	
10b.	DATE SIGNED:	